

Chapter 4.6

Manager Training

1. Applicability of this chapter

You are required to follow this chapter if you are a manager at any level above first-line supervisor.

2. Description of Sub-element 4.6

Safety and health training for managers at all levels above first line supervisors training shall follow the requirements in Chapter 4.1, “Program Description.” The training shall ensure that these managers:

- a. Understand their safety and health responsibilities and are able to carry them out effectively.
- b. Are aware of hazards, how to recognize hazardous conditions, and the signs and symptoms of workplace-related illnesses.
- c. Know safe work procedures to follow to protect themselves and their employees from hazards.

3. General training or awareness in safety and health

As a manager above the first-line supervisor level, you shall:

- a. Be aware of federal regulations and NASA requirements, including:
 1. The Occupational Safety and Health Act and Executive Order 12196, “Occupational Safety and Health Programs for Federal Employees.”
 2. OSHA requirements in 29 CFR 1910, “Occupational Safety and Health Standards, General Industry,” and 29 CFR 1960, “Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters,” for civil service employees.
 3. NASA's and JSC's safety and health programs.
 4. Copies of the above documents shall be available to you.
- b. Be aware of available training opportunities.
- c. Take core safety and health training listed at http://jscpeople.jsc.nasa.gov/training/ind_dev/requiredtraining.htm and:
 1. Basic hazard communication and emergency response training when you first report to work and then every year thereafter.
 2. Other manager safety training as required.
- d. Know how to recognize hazards.

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- e. Actively participate and support in OSHA's Voluntary Protection Program at JSC.
- f. Be trained to fulfill your safety and health responsibilities.

4. Other safety and health training

If you fulfill any of the following duties below, you shall take the required training listed.

<i>If you are . . .</i>	<i>Then you shall have . . .</i>
A responder to hazardous material releases	Training in emergency response to the level of response you will provide in an emergency as described in 29 CFR 1910.120(q)
A fire warden	Fire warden training, when first assigned as a fire warden and every 3 years thereafter. Fire extinguisher training is recommended yearly.
Identified as a "technical expert"	Mishap investigation training
A facility manager	Facility manager with facility manager fire certification course lockout/tagout course

To find the training required for your employees' jobs, see the chapters in this Handbook that apply to their jobs. Also see 29 CFR 1910.

5. Responsibilities

Chapter 4.1 lists the responsibilities for safety and health training.

6. Safety and health records

Chapter 4.1 lists the records required for safety and health training.